

## U.S. Department of Labor

Employment and Training Administration  
The Curtis Center, Suite 815 East  
170 S. Independence Mall West  
Philadelphia, PA 19106-3315  
(215) 861-5500 Fax: (215) 861-5520



Reply to the Attention of: **II PJC/vm**

December 20, 2004

### REGIONAL BULLETIN - JOB CORPS NO. 05-10

**TO:** ALL REGION II OA OPERATORS  
ALL REGION II JOB CORPS OUTREACH & ADMISSIONS (OA) OFFICES  
ALL REGION II JOB CORPS CENTERS  
ALL REGION II OPERATORS AND AGENCY PARTNERS  
MCNEELY, PIGOTT, & FOX

**SUBJECT:** Region II OA/CPP Conference

1. **Purpose:** To announce the location and registration procedures for the Region II OA/CPP Conference to be held **January 24-26, 2005**.

2. **Action:** Each attendee must register with the Regional Office (Attn: Vernelle D. Morant) not later than **Friday, January 14, 2005**.

**Separate registration fee of \$35.00 for all attendees is required.** Please make checks payable to the **JOB CORPS CONFERENCE**. Mail the registration form (attached), including the registration fee, to the attention of Vernelle D. Morant at the Regional Office. If you are unable to attend, the fee will not be returned. For more information, you may contact Ms. Morant at (215) 861-5511.

3. **Attendees:** Conference attendees include DOL Regional II Office staff, all Admissions Counselors, including O&A staff from centers with direct recruitment responsibilities, one corporate representative, and at least 2 but not more than 4 CPP staff per center.. If you are unsure who should attend, please contact your project manager. Dress is casual.

4. **Location:** The location of the conference will be:

Philadelphia Downtown Courtyard Hotel  
21 N. Juniper Street  
Philadelphia, PA 19107  
(215-496-3696)

*Visit our website at [www.jobcorpsregion2.com](http://www.jobcorpsregion2.com)*

A block of rooms has been reserved for the nights of January 24 - 26th. The room rate is \$116.00 for single occupancy. All rates are subject to 14% state and occupancy taxes. Access the link below for a copy of the Federal Employee's Certificate from the State of Pennsylvania. This form will extend a sales tax exemption to Federal employees for charges on hotel accommodations.

[http://www.gsa.gov/gsa/cm\\_attachments/GSA\\_DOCUMENT/pennsylvania\\_exemption\\_certificate\\_R2-eB1Y\\_0Z5RDZ-i34K-pR.doc](http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/pennsylvania_exemption_certificate_R2-eB1Y_0Z5RDZ-i34K-pR.doc)

You must register at the hotel not later than **January 14, 2005**. To receive the above room rate, you must identify your affiliation with the **U.S. Department of Labor** meeting when you call. The State of Pennsylvania accepts tax-exempt forms from Federal Employees on official business.

Meals and hotel accommodations are the responsibility of each attendee. Center operators/partners are to use funds for staff travel already provided in their operating budgets. In all cases, reimbursements will not exceed the limits set forth in the Federal Travel regulations.

- 5. Agenda:** The conference will begin at 1:00 p.m. on Monday, January 24<sup>th</sup>, at the hotel conference room and conclude at 12:00 noon on Wednesday, January 26, 2005. Travel arrangements should be made accordingly.
- 6. Background:** Improvement continues to be demonstrated with commitment and retention throughout the Region. The improvement is attributed to modifications in the GAP, "additional factors" application, applicant preparedness, and consistent improvement in career preparation programs. The Region feels it is important to bring together OA and CPP partners to collaborate on best practices and strategies to promote continued improvement.
- 7. Inquiries:** Any questions regarding this bulletin or conference should be addressed to Vernelle D. Morant at (215) 861-5511 or to your designated Government Authorized Representative.

**LYNN A. INTREPIDI**  
**Regional Director**  
**Office of Job Corps**

Attachment

**OA/CPP CONFERENCE**  
**January 24-26, 2005**  
**Philadelphia Downtown Courtyard Hotel**

REGISTRATION FORM AND FEE DUE NO LATER THAN **JANUARY 14, 2005**

<b>Name:</b>	
<b>Title:</b>	
<b>Center/Organization:</b>	
<b>Address:</b>	
<b>E-Mail Address:</b>	
<b>Phone Number:</b>	

**Conference Fee:                    \$35.00**

**Make checks payable to Job Corps Conference - No refunds**

**PLEASE INDICATE ANY SPECIAL NEEDS FOR PRESENTERS OR PARTICIPANTS:**

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**Is a receipt needed?   Yes\_\_\_\_\_                    No\_\_\_\_\_**

**Mail registration form and fee to:**

**ATTN: Vernelle D. Morant**  
**United States Department of Labor**  
**Office of Job Corps**  
**170 So. Independence Mall West**  
**Suite 815 East**  
**Philadelphia, Pa. 19106-3315**

**Registration forms may also be faxed to Ms. Vernelle D. Morant at (215) 861-5511.**